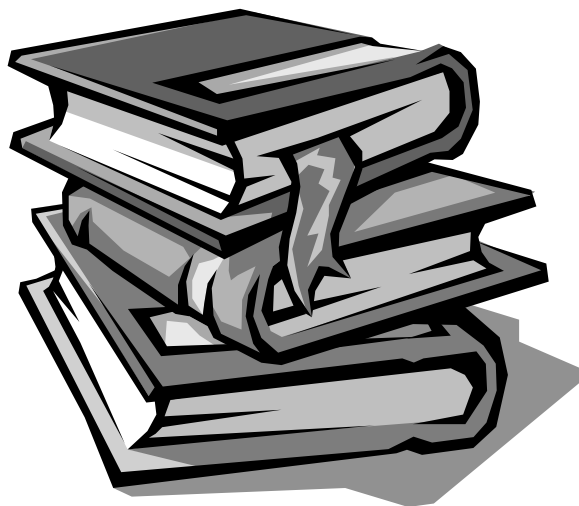# PUBLICATIONS MANAGEMENT TRAINING GUIDE

# FOR TRAINING PURPOSES ONLY

## 42 COMMUNICATIONS SQUADRON

## PUBLICATIONS MANAGEMENT

### 42 CS/SCBPP

### 953-5282/3869

### BLDG 941, C-WING

### JULY 2002

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**REFERENCES:**
AFI 33-360, Volume 1, *Publications Management Program*

**REFERENCED FORMS:**
AF Form 673, **Request to Issue Publication**
AF Form 1382, **Request for Review of Publication and/or Form(s)**
AF Form 1768, **Staff Summary Sheet**

## 1. GENERAL INFORMATION AND PURPOSE.

The purpose of this guide is to provide information and procedures for developing and processing Maxwell AFB and Air University publications. This training guide is designed to provide assistance to Office Of Primary Responsibility (OPR), publication monitors, project officers, and publishing personnel. This guide is not intended to be less restrictive, replace, or contradict any higher headquarters directives. In case of conflict, higher headquarter directives always takes precedence. Potential users who want their publication published should conform to the standards of this guide and AFI 33-360, Volume 1, *Publications Management Program.*

## 2. DEFINITION OF PUBLICATIONS.

A publication is an officially produced, published, and distributed document issued for public use; for example, for compliance, implementation, and or information. Publications are the most effective and economical way to implement policies and procedures. They are produced under controlled procedures that ensure coordination, review, certification, and approval to meet historical and legal requirements.

## 3. PUBLICATION CATEGORIES.

There are two categories of publications: directive and nondirective. When choosing a publication type, determine the type of information to be published and check the definition for each category. These two categories are used as a descriptive way to quickly determine whether compliance with a publication is mandatory or if it is informational.

**3.1. Directive Publications.** One that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. The following are the most commonly used type of directive publications and a brief description of each:

**3.1.1. Instructions.** Instructions provide essential procedural guidance necessary to implement Air Force policy in the field. Use an instruction if you want to direct action, ensure compliance, or give detailed procedures to standard actions across the Air Force. Instructions may be supplemented at any level.

**3.1.2. Manuals.** Manuals are extensions of instructions used as guidance documents for procedures that usually contain examples for performing standard tasks or supporting education and training programs. Manuals may be supplemented at any level.

**3.1.3. Supplements.** Supplements add material to publications issued by higher headquarters or agencies. Each supplement bears the number of the parent publication. Keep supplements as restrictive as the basic publication.

**3.1.4.    Operating Instructions.** Operating instructions (OI) assign responsibilities, direct actions, and prescribe procedures within organizational elements such as a headquarters staff office, flight, detachment, squadron, department, division, branch, functional area, or similar units. If the subject matter requires careful review of written procedures and a historical record, use an instruction.   Operating instructions are maintained by each organization.   Per OPR request, Publications Management reviews OIs for format.

**3.2.    Nondirective Publications.**   Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Use these publications as reference aids, "how-to" guides, or as sources of official information. Nondirective publications may not be supplemented, nor prescribe forms or RCSs, nor issue ICs or EMCs.  The following are the most commonly used type of directive publications and a brief description of each:

**3.2.1.    Pamphlets.** Pamphlets are informational publications which normally are "how to" documents and may include procedures for implementing Air Force policies. You may write pamphlets in a more informal style than instructions, if warranted. In special cases, pamphlets need not follow the format prescribed for instructions.

**3.2.2.  Indices.**  Indices are informational publications that serve to guide, point out, or otherwise facilitate reference.  The currency and accuracy of publications can be determined by reviewing indices.

**3.2.3.  Visual Aids.**  Visual aids are posters or graphic illustrations for display on walls, bulletin boards, desks, and other places. They usually do not require fill-in information.  OPRs should combine and issue visual aids at the highest levels, when possible. There are two types visual aids:

**3.2.3.1.   Permanent Visual Aids.** These explain or instruct. Number, date, and index these visual aids just like other publications.

**3.2.3.2.   Temporary Visual Aids.** These inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 90-calendar days or less. Show an expiration date in small type at the bottom of the visual aid.

**3.2.4.    Base or Headquarters Official Bulletins.** These contain temporary announcements, notices, and instructions. Each base issues only one bulletin.

**4.  ROLES AND RESPONSIBILITIES.**

**4.1.    Approving Officials.**   These officials are responsible for policies and procedures that pertain to their functional area.  Approval officials at all levels:

4.1.1.  Enforce policies and procedures governing publications, periodicals, and forms within their activities and subordinate elements.

4.2.2.  Review, comment on, and approve draft manuscripts of publications when coordination or approval is required. They ensure the proposed publications do not conflict with higher headquarters directives or the policies and procedures in their areas of responsibility.

4.3.3.  Approve publications on the AF Form 673, block 21, that verifies the publication is in consonance with Air Force doctrine, existing law, National, DoD, and Air Force policy, and is approved for publications.  The signature block (name, rank, and title) of the approval authority appears on the last page of the publication, before the attachments.

4.3.4.  Normally, the approving official is a minimum of one organizational level above the certifying official.

**4.2.  Certifying Officials.** Normally, the certifying official is a minimum of one organizational level above the OPR.  The certifying official:

4.2.1.  Certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

4.2.2.  Ensures the publication is in good taste by signing the AF Form 673, block 18.

4.2.2.  Before signing the AF Form 673, block 18, it is the responsibility of the certifying official to make sure publications are not less restrictive than the basic publication. If needed, they can be more restrictive.

**4.3.  Offices of Primary Responsibility (OPR).**  The OPR is the one who writes or authors publications.  OPRs are fully accountable and totally responsible for their publications and should:

4.3.1.  Coordinate with the Publications and Forms Management offices before developing publication and/or form in order to adhere to publishing requirements.

4.3.2.  Make sure publications conform with requirements and standards of AFI 33-360, Volume 1.  See AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Program– Developing and Processing Forms,* (will convert to AFI 33-360, Volume 2), for forms requirements and standards.

4.3.3.  Ensure technical content of the publication is as restrictive as the higher-headquarters publications and does not contradict higher-headquarters publication.

4.3.4.  Keep existing publications and prescribed forms current.  Promptly rescind those publications and forms no longer needed.

4.3.5.  Write simply and concisely, using short and familiar words and short sentences and paragraphs.

4.3.6.  Do not include information that conflicts, belongs in, or duplicates another publication.

4.3.7.  Do not include information that could cause adverse public opinion of the Air Force.

4.3.8.  Do not include advertisements or material that imply, in any way, the Air Force endorses, favors, or restricts the use of a commercial product, commodity, or service.

4.3.9.  Coordinate with offices having a functional interest, as well as the minimum mandatory coordinators.

4.3.10.  After notification from Publications Management, notify targeted audience via E-mail, correspondence, or fax when a publication or form is officially published.  Notification is for new, revised, changed, and rescinded information.

4.3.11.  Formalize new policy issued by a memorandum or message in an official publication within the specified 120-calendar days after the date of the memorandum or message.

**4.4.    Publications Monitors.**  A publications monitor serves as the liaison between the organization and the Publications Management office.  Publications monitors are responsible for managing organizational publications at unit level by assisting OPRs and providing guidance for processing publications.   Publications guidance is conveyed to OPRs through publications monitors concerning status of publications, changes to existing publication, and development of new publications.  Publications monitors are responsible for:

4.4.1.  Maintaining and complying with publishing standards and formats in AFI 33-360, Volume 1.

4.4.2.  Maintaining official records set of organizational publications.

4.4.3.  Initiating review of publications every 2 years in the anniversary month using an AF Form 1382.

4.4.4.  Notifying  OPRs when a publication if officially published.

4.4.5.  Publishing index listing current organizational publications.

4.4.6.  Submitting a memorandum, signed by approving authority, appointing a primary and an alternate publications monitor.  Include the designee's name, rank, office symbol, and telephone number.  Submit changes as they occur.

**5.  DEVELOPING DRAFT PUBLICATION.**

**5.1.  Planning and Research.**  When developing a draft publication, it is important that the OPR research higher headquarters directives to determine what type of publication is needed. Conduct an in-depth research to ensure that there is no more than one publication in the same subject area.  Inadequate research can result in issuing conflicting instructions or publishing a nonessential or incomplete publication.  If a higher headquarter is in existence, consider developing a supplement.

**5.2.  Standard File Format.**  The standard file format for submitting Maxwell AFB and Air University publications is Microsoft (MS) Word, single spaced, 12-point Times New Roman, and 1-inch left, right, top, and bottom margins.  Prepare draft publication in accordance with sample in Figure 1.  Detailed instructions on formatting the draft can be found in Figure 2.  See also AFI 33-360 Volume 1, Section 3D, for additional formatting and editing guidance.

## 6.  COORDINATING DRAFT PUBLICATION.

**6.1.  Coordinating with Affected Organizations.**  When preparing the draft for coordination, it is essential that your publication is coordinated properly through your chain of command and all affected organizations.  Coordinate with the command level of all staff offices that have a technical or functional interest in the content.  Before publications are processed for publishing, it is mandatory that you allow organizations the opportunity to add their input and concur with the information that affects them.  All noncurrences and unresolved issues should be resolved before publication can be published.  See AFI 33-360, Volume 1, Table 3.1, Coordinating a Publication—Functional Rules for required minimum mandatory coordination.

**6.2.  AF Form 673.**  The AF Form 673, **Request to Issue Publication**, is used by the OPR when coordinating the draft of new or revised publications.  A fully-coordinated and signed AF Form 673 must accompany each publication for processing.  Without it, the final draft publication cannot be published.  See Figure 3 for a sample AF Form 673.  Use the instructions in Figure 4 for completing the AF Form 673.

## 7.  OTHER COORDINATION OPTIONS.

Draft publications can be coordinated using other options such as a staff summary sheet or e-mail.  If other means are used to coordinate your publication, include a copy of that document showing concurrence, nonconcurrence, and any comments when submitting draft coordination package for publishing.  **NOTE**:  The AF Form 673 with the signatures of the certifying and approving authorities is always required.  Record sets, to include all documents that show coordination, are required to be maintained by the Publications Management office.  The following options are approved as other means of coordination:

**7.1.  Staff Summary Sheet (SSS).**  The following steps are proposed procedures to follow when coordinating using an AF Form 1768, **Staff Summary Sheet**:

7.1.1.  List all organizations included in coordination.

7.1.2.  Briefly summarize the purpose of the draft package and actions required.  Ensure specific instructions are given to Wing or AU Commander when recommending them to approve draft publication.  **NOTE:**  Normally, the only action needed for Wing/AU CC's approval is their coordination on the SSS.  The functional organizational commander (signature block on SSS) is the approval authority for publications.

7.1.3. Include all necessary documentation needed to support the coordination package in the Tabs.

7.1.4. Once coordination of SSS is complete, type in all required information on the original AF Form 673. In Section II of the AF Form 673, list all organizations from the SSS under the functional address symbol. Type "See Staff Summary Sheet" in the section that requires signatures.

7.1.5. Obtain signatures of certifying and approval authority on the AF Form 673.

7.1.6. Submit fully-coordinated and completed coordination package, to include SSS and AF Form 673, for publishing.

**7.2. E-Mail.** Coordinating using e-mail enables the OPR to route draft publications to various organizations without having to print multiple copies. Because this method allows the OPR to assume the sender's authenticity, the individual coordinating on the publication must send the e-mail showing concurrence or non-concurrence. **NOTE:** Only the electronic response you receive from the coordinating agency commander will take the place of the signature on the AF Form 673. As the signature of the certifying official is required to release the draft when coordinating using AF Form 673, the OPR should get approval before sending e-mail. The following are proposed procedures to following when coordinating using e-mail:

7.2.1. In the text of the e-mail message, give a brief statement explaining the purpose of the draft, who it applies, and how it affects the receiver.

7.2.2. To promote efficiency and expedite coordination, let the receiver know what paragraphs or section of the draft applies to their organization. Remind the receiver that it is required of them to send the e-mail back showing inputs and whether they concur or non-concur.

7.2.3. Attach the draft publication to the e-mail message.

7.2.4. Submit fully-coordinated and completed coordination package, to include SSS and AF Form 673, for publishing.

**8. PUBLISHING PUBLICATION.**

Once coordination is complete and all required signatures have been obtained, send fully-coordinated draft package to Publications Management (42 CS/SCBPP) for publishing. Publications Management will edit, format, and review structure of draft to ensure it meets publishing standards. OPRs will be provided a last-chance review of their publication by e-mail before publishing. Once this review is approved by the OPR for publishing, 42 CS/SCBPP will send a request to the Webmaster for publication to be posted to the 42 Communications Website. (See official website address for publications in paragraph 9). OPRs will be notified by e-mail once publication has been officially posted.

## 9.  MAINTAININING CURRENCY OF PUBLICATIONS.

Users of publications (including supplements) and forms must make sure they are always using the current, officially published version.  Whether you have electronic access or a paper copy of Maxwell AFB or Air University publications, verify your version against the Maxwell AFB Index 2 published monthly on the 42d Communications Squadron website at: http://www.maxwell.af.mil/42abw/42cs/ (click on Publications Management).  This is the officially designated online site for electronic publications.

## 10.  ANNUAL REVIEW OF PUBLICATIONS.

Each year during the anniversary month of a publication, an AF Form 1382, **Request for Review of Publication And/Or Form**, is initiated by Publications Management for review of publications.  This form is used to inform the OPR of the required annual review to determine whether the publication is current and essential, requires revision, or unnecessary and can be rescinded.  **NOTE:**  If publication is unnecessary and can be rescinded, the signature of the approving authority is required.  During this review, only the status of your publication is being requested.  Once the status of the publication is determined, send the completed form by the suspense date on the form.  The OPR can also use this form to advise Publications Management if there has been a change in the OPR (approving authority signature required) or to rescind the publication.  This form is also used during a special review when the basic publication of a supplement has been revised or superseded. This form is essential to the Publications Management records set and must be returned.

**Figure 1.  Sample Draft Instruction (First Page)**

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① **DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE**

② *BY ORDER OF THE COMMANDER*          ③ *AIR UNIVERSITY INSTRUCTION 36-2320*
*HQ AIR UNIVERSITY (AETC)*                          ④ *(DATE) 2001*

⑤ *Personnel*

⑥ *CURRICULUM INTEGRATION GROUPS*

⑦ **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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⑧ OPR:  HQ AU/CFAC                                ⑩ Certified by:  HQ AU/CFA
  (Dr Thomas R. Renckly)                                    (Dr Dorothy Reed)
⑨ Supersedes AUI 36-2320, 4 May 01                    ❶ Pages:  6
                                                       ❷ Distribution:  F

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❸ This instruction prescribes the functions, responsibilities, structure, and reporting relationships of Air University (AU) Curriculum Integration Groups (CIGs).  It applies to Air War College (AWC), Air Command and Staff College (ACSC), School of Advanced Airpower Studies (SAAS), Squadron Officer College (SOC), Air Force Officer Accession and Training School (AFOATS), College for Enlisted Professional Military Education (CEPME), College of Aerospace Doctrine, Research and Education (CADRE), College for Professional Development (CPD), and the Air University Library (AUL).  It does not apply to the Civil Air Patrol (CAP-USAF) or to the Air Force Institute of Technology (AFIT).

❹ *SUMMARY OF REVISIONS*

This revision emphasizes the need for Curriculum Integration Group members from AU schools to be well versed in their core area and capable of making independent judgments on curriculum issues (para 4.2.1).  It also reduces the number of annual reports CIGs must provide to AU/CF from 2 to 1 (para 4.4.1).

**1.  Terms Explained.**

❺ 1.1.  Curriculum Integration Group (CIG).  Representatives from AU schools and organizations who share a common curriculum interest.  There is a separate CIG for each core curriculum area in the Air University Continuum of Education (COE):  Profession of Arms, Military Studies, Leadership Studies, Communication Studies, and International Security Studies.  See attachment 1 for a current listing of CIGs.

1.2.   Continuum of Education (COE).   The COE defines a framework or educational architecture reflecting the dynamic and continuous system of Air Force Professional Military Education (PME). The COE identifies the professional knowledge, skills, abilities, and attitudes, divided into common core curriculum areas, which airmen should possess at various stages in their careers.

**Figure 1.  Continued (Sample Last Page)**

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

❻ 2                                              **AUI 36-2320**      **(Date) 2001**

5.2.  Chairpersons meet jointly with the AU/CF and COD at least annually to set goals, review progress toward initiatives and accomplishments during the year, and identify additional working procedures for efficient operation.

5.3.  Individuals or organizations wishing to initiate an examination of a curriculum area across AU schools must make a formal request to the AU/CF stating their anticipated goals, estimated time needed to complete the work, and expected products.

5.3.1.  The AU/CF determines if an existing CIG can accomplish the proposed goal and determines its priority among other tasks the CIG may have to accomplish.  If a special ad hoc committee is needed to address the proposed issue, the AU/CF:

5.3.1.1.  Determines which CIG has committee oversight and tasks the CIG Chair appropriately.

5.3.1.2.  Approves a charter for the ad hoc committee.

5.3.1.3.  Instructs the project initiator to coordinate with the designated CIG Chair on the creation and implementation of the committee.

5.3.2.  At the conclusion of its work, the committee and the project initiator jointly brief the AU/CF and COD on the committee's findings and recommendations.  Depending on the scope of the recommendations, additional briefings to school commandants, commanders, and to the Air University Commander may be required.

5.3.3.  The committee's charter terminates upon completion of its work and submission of final reports or briefings to the AU/CF and COD.

❼ ROBERT E. KRIBEL, PhD
Chief Academic Officer, Air University

**Figure 1.  Continued (Sample Attachment Page)**

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

AUI 36-2320          (Date) 2001                                                    3

⑧ Attachment 2

CURRICULUM AREAS OF RESPONSIBILITY
FOR EACH CURRICULUM INTEGRATION GROUP (CIG)

A2.1.  **Profession of Arms CIG.** The Profession of Arms CIG focuses on two different, yet related curriculum facets.  One facet relates to warfighting--knowing the strategies, tactics, and doctrinal underpinnings of how best to achieve victory over the enemy.  Warfighting includes roles and missions, force structure, joint operations, core competencies, tactics, space, and information warfare among others.  The second facet deals with officership, core values, roles and responsibilities, discipline, morals and ethics, dress and grooming, oath of office, drill and ceremonies, customs and courtesies, accountability, and security awareness. Curriculum topics include professional standards, military justice, good order and discipline, customs and courtesies, and ethics.

A2.2.  **Military Studies CIG.** The focus of the Military Studies CIG is general military history, history of the Air Force and aerospace power, military theory, doctrine, strategy, and civil-military relations.  Of these elements, doctrine forms the foundation upon which the Military Studies core area is based.  With a firm grounding in doctrine, this core area develops an understanding and appreciation of the nature of war and the art of employing military power across the spectrum of operations.

A2.3.  **Leadership Studies CIG.** The Leadership Studies CIG focuses on the professional, organizational, and interpersonal dimensions of influencing and directing people and other resources to accomplish the mission. Curriculum topics include personal leadership styles, organizational leadership, functions of management, and command responsibilities.

A2.4.  **International Security Studies CIG.** The International Security Studies CIG encompasses the nature and functioning of the international system and strategic environment. It includes such topics as the nature and causes of war and peace, patterns of change, and major global and regional trends. It particularly emphasizes nonmilitary instruments of power--diplomatic, economic, political, informational--and how those instruments relate to military factors and affect global, regional, and national security conditions, problems, and issues. It also includes the study of national security strategy and the national security decision-making process, civil-military relations, and critical contemporary regional and functional problems/issues. Although curriculum topics in this core area may appear to overlap somewhat with Military Studies, the International Security Studies core area uses contemporary events, theories, and personalities as a lens for analysis.

**Figure 2.  Draft Format Instructions**

① **Issuing Drafts.**  Drafts are for information and planning purposes only.  While in coordination, "DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE" is displayed in bold letters, centered across the top of each page of the draft.  The draft statement will be removed upon completion of coordination.

② **By Order of the Commander.**   Display in bold, italics, capital letters.  On the first line, show BY ORDER OF THE COMMANDER.  On the second line, show 42d Air Base Wing for Maxwell AFB publications or HQ Air University for AU publications in all capital letters, with AETC in parenthesis.

③ **Publication Short Title.**  Display in capital letters followed by the publication category and the series number in bold, italic letters.  The first two numbers of a publication refers to the series.  A control number follows the hyphen in which the publications manager assigns.

④ **Publication Date.**   Leave blank; Publications Manager will assign once coordination is complete.

⑤ **Publication Series.**  OPRs use one of the series described in AFI 33-360, Vol 1, Chapter 6, and attachments 7 and 8, when creating a publications.   If a publication is new, select the series that most closely describes the function.  If it is a revision, it normally bears the same series number as the one it supersedes unless subject series has changed.  Display beneath the date in initial capital and lower-case, bold italics, right justified.

⑥ **Publication Long Title.**   When developing a new publication, select a meaningful title that appropriately fits the subject of the publication.  Express it in as few words as possible--preferably no more than ten.  Display beneath the series title in capital, bold italics letters.

⑦ **Compliance Statement.**   All directive publications will contain the banner statement "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY" at the top of the title page.  Display beneath publication title in bold capital letters, centered on the page.

⑧ **OPR.**   List project officer's office symbol followed by the rank and (name) below.

⑨ **Supersession Information.**  When the draft supersedes or replaces another publication, this is a must.  If publication is new, leave blank.  Display the supersession information in a dual-column format beneath the website notice followed by a horizontal rule.  Include the publication number and date of the superseded publication.

**Figure 2.  Continued**

⑩ **Certified by/Approved by.**  List office symbol followed by the rank and (name) of person who certified (Block 17) or approved (Block 20) publication listed on the AF Form 673 below.

❶ **No. of Pages.**  Leave blank; Publications Management will place the appropriate number of pages once draft publication is ready for publishing.

❷ **Distribution Categories.** The two categories for distribution of publications is restricted and unrestricted.  Restricted publications should be properly safeguarded.  Unrestricted publications are available to the public.

**Functional (F) Distribution.**  This method of distribution is available to the public and is used for most publications; no restrictions apply.  Under this system, the OPR prepares a functional statement (purpose statement) to include the purpose of publication, higher-headquarter publication being implemented, publication it supersedes; and who the publication applies to.

**Limited (L) Distribution.**  Use L distribution when you want to restrict the distribution to a limited audience.  These type publications are not accessible to the public and are not placed on WWW websites.  The OPR stocks and issues all copies of the publication.

**Special (X) Distribution.**  When using X distribution, the OPR stocks and issues all copies of the publication.  These type publications are not accessible to the public and are not placed on WWW websites.  Contact the OPR for copy of publication.

❸ **Purpose Statement.**  The purpose statement explains the purpose of the publication.  Ensure that it states why the policy is needed, what it covers, and who must comply with it.  Also include higher headquarters, DoD, and other directives being implemented.  If the publication is subject to the Privacy Act of 1974, include that statement.  Display beneath the supersession information.

❹ **Summary of Revisions.**  Prepare a summary of revisions for all revised publications.  Do not include a summary of revisions for new publications.  Describe the major changes and where they appear in the publication (paragraphs, sections, attachments).  Display the words "SUMMARY OF REVISIONS" beneath the purpose paragraph in bold italics, capital letters.  Verbiage of the summary of revision should follow beneath in a separate paragraph.  Use an asterisk (*) to indicate revised material since previous edition of publication.  Place the asterisk before each paragraph, subparagraph, chapter, section, figure, table, or attachment number of the changed material.   If the

**Figure 2. Continued**

publication received a major rewrite where most paragraphs changed, only place an asterisk in front of the title of the publication. **NOTE:** When this is the case, the following language will appear in bold type as the first sentence of the summary of revisions: "**This document is substantially revised and must be completely reviewed.**"

❺ **Body of Publication.** Prepare the body text of a publication using the elements shown in AFI 33-360, Vol 1, Figure 3.5, Elements of a Publication. Main paragraphs must have titles that are descriptive and should consist of more than one word. For ease of electronic searching in publications, number all paragraphs using the digital numbering scheme shown in Figure 3.5. A publication cannot have a single part, chapter, or section. Do not use bullets in publications. The body of the publication should be displayed beneath the summary of revisions.

❻ **Header.** In the page set-up under the header/footer information, select different first page and odd/even pages. For even pages, display page numbers on the left. Odd pages, display page numbers on the right.

❼ **Signature Block.** The signature block on publications should match the approval authority's signature block (block 20) of the AF Form 673. Include the two-letter functional's name in capital letters, followed by the rank in initial capital and lower-case letters, followed by the service identifier on the first line. On the second line, include the two-letter duty title and the directorate name in initial capital and lower-case letters. The signature block is displayed beneath the last line of the body of the publication, off center, to the right of the page, but not flush right. **NOTE:** For two-letter functional civilians, display the name in capital letters followed by the duty title on the second line.

❽ **Attachment Page.** Display the word attachment centered, bold, in initial capital and lower-case letters, followed by the Arabic numeral on the first line. Display the attachment title centered on the second line in bold, capital letters. Use examples in AFI 33-360, Vol 1, Figure 5, Elements of a Publication, when numbering paragraphs in attachments.

**NOTE: If publication prescribes or adopts a form, list form number and title in the last paragraph before the signature block. It is important to coordinate proposed form with the Forms Management office (42 CS/SCBPF) for approval before it is included in the draft publication for coordination.**

**Figure 3.  Sample AF Form 673**

| REQUEST TO ISSUE PUBLICATION *(Complete this form by using a typewriter or electronically generate it.  * A second page is provided in the EF version of this form.)* | DATE 20010709 |
|---|---|

**SECTION I - FOR USE BY THE OFFICE OF PRIMARY RESPONSIBILITY (OPR)**

| 1. TO: PUBS MGMT *(Functional Address Symbol (FAS), Base, State, and 9-digit ZiP Code)* 42 CS/SCBPP Maxwell AFB AL 36112-6000 | 2. FROM: *(FAS, Base, State, and 9-digit ZiP Code)* HQ AU/CFAC Maxwell AFB AL 36112-6335 | 3. NAME OF PROJECT OFFICER *(Last, First, Middle Initial)* RENCKLY, THOMAS R. | 4. GRADE/RANK GS-13 | 5. TELEPHONE NO. *(DSN)* 493-2989 |
|---|---|---|---|---|

| 6. PUBLICATION TITLE *(If classified, give title to be shown in index.)* CURRICULUM INTEGRATION GROUP | 7. PUBLICATION NO. *(If new, show series number.)* AUI 36-2320 | 8. PUBLICATION IS: NEW; X REVISED; CHANGE NO.; SUPPLEMENT TO |
|---|---|---|

| 9. SUPERSEDED PUBLICATION NUMBER AND DATE AUI 36-2320, 4 MAY 01 | 10. NO. OF DRAFT PAGES SUBMITTED 7 | 11. ADVANCE COPIES REQ'D 1 | 12. DISTRIBUTION *("F" submit functional statement.)* F |
|---|---|---|---|

| 13. CLASSIFICATION *(Enter highest level of classification or "N/A".)* N/A | 14. HIGHER HEADQUARTERS PUBLICATION NO. *(If none implemented, enter "N/A".)* AFPD 36-23 | 15. REQUIRED IMPLEMENTATION DATE *(Enter date and explain in "REMARKS".)* |
|---|---|---|

**SECTION II - COORDINATION AND CONCURRENCE** *(See AFI 37-160,V1, Table 3.1.)*    **SECTION III - FORMS** *(Enter an "X" in status.  Submit a DD Form 67 (see AFI 37-160V8) for new or revised forms. Continue on separate sheet for more space*.)*

| FUNCTIONAL ADDRESS SYMBOL | NAME *(Typed or Printed and Signature)* | DATE | TELEPHONE NO. *(DSN)* | FORM NO. | CURRENT | NEW | REVISED | OBSOLETE |
|---|---|---|---|---|---|---|---|---|
| AWC/CC | //SIGNED// | 20010710 | 493-0000 | | | | | |
| ACSC/CC | //SIGNED// | 20010711 | 493-0000 | | | | | |
| SOC/CC | //SIGNED// | 20010711 | 493-0000 | | | | | |
| CEPME/CC | //SIGNED// | 20010710 | 493-0000 | | | | | |
| AFOATS/CC | //SIGNED// | 20000712 | 493-0000 | | | | | |
| CADRE/CC | //SIGNED// | 20010716 | 493-0000 | | | | | |
| SAAS/CC | //SIGNED// | 20010713 | 493-0000 | | | | | |
| AFIT/CC | //SIGNED// | 20010710 | 493-0000 | | | | | |
| CPD/CC | //SIGNED// | 20010714 | 493-0000 | | | | | |
| AUL/LD | //SIGNED// | 20010711 | 493-0000 | | | | | |
| HQ AU/XP | //SIGNED// | 20010712 | 493-0000 | | | | | |
| 42 CS/SCBR | //SIGNED// | 20010710 | 493-0000 | | | | | |
| 42 CS/SCBPP | //SIGNED// | 20010723 | 493-0000 | | | | | |

16. REMARKS *(Continue remarks on plain bond paper and attach to this form.*)*

Please coordinate on the attached instruction within 5 work days  of receipt and return the original of this form, signed and dated by the functional addressee, to HQ AU/CFAC, ATTN:  Dr Thomas Renckly.  Copies of this instruction and form have been sent individually to each organization on coordination.

*I certify that the attached manuscript meets Air Force requirements for necessity, good taste, and applicability to the Air Force.*

| 17. TYPED NAME, RANK, TITLE, AND FAS OF CERTIFYING AUTHORITY DOROTHY D. REED, PhD Chief, Academic Branch | 18. SIGNATURE *(Please use ink.)* | 19. DATE 20010709 |
|---|---|---|

*I approve the attached manuscript for publication and verify that it is in consonance with Air Force doctrine, existing law, and National, Department of Defense, and Air Force policy.*

| 20. TYPED NAME, RANK, TITLE, AND FAS OF APPROVING AUTHORITY ROBERT E. KRIBEL, PhD Chief Academic Officer, Air University | 21. SIGNATURE *(Please use ink.)* | 22. DATE 20010718 |
|---|---|---|

**SECTION IV - FOR USE BY THE PUBLICATIONS MANAGEMENT OFFICE**

| 23. DATE ASSIGNED | 24. NAME OF EDITOR | 25. TELEPHONE NO. | 26. DATE RECEIVED | 27. SUSPENSE DATE |
|---|---|---|---|---|

28. PROCESSING ACTIONS *(Enter all actions taken up to time publication is sent to printer.)*

| 29. CONTROL NO. | 30. NAME/TELEPHONE NO. *(DSN)* OF PRINTING SPEC. | 31. PROOFS NEEDED YES / NO | 32. PGS/MSCRIPT: 34. PGS. CAMERA-READY TEXT: | 33. PGS/ARTWK: |
|---|---|---|---|---|
| 35. DATE RELEASED FOR PUBLICATION | 36. SIGNATURE OF PERSON RELEASING COPY *(Please use ink.)* | | | 37. DATE |

AF FORM 673, 19930501 *(EF-V2)*          PREVIOUS EDITIONS ARE OBSOLETE.

**Figure 4.  AF Form 673 Instructions**

**DATE.**  The date in this block should match the date signature was obtained from the certifying authority (block 19).

**Block 1 - TO.**  Enter office symbol and functional address of Publications Management:  42 CS/SCBPP, Maxwell AFB AL, 36112-6000.

**Block 2 – FROM.**  Enter office symbol and functional address of OPR.

**Block 3 – NAME OF PROJECT OFFICER.**  Enter applicable information.

**Block 4 – GRADE/RANK.**  Enter applicable information.

**Block 5 – TELEPHONE NO.**  Enter applicable information.

**Block 6 – PUBLICATION TITLE.**  Enter draft publication long title.

**Block 7 – PUBLICATION NO.**  Enter draft publication series and control number.  If new, enter subject series number only.  Control number will be assigned by Publications Management.

**Block 8 – PUBLICATION IS.**  Enter "X" in applicable block.

**Block 9 – SUPERSEDED PUBLICATION NUMBER AND DATE.**  Enter number and date of publication in the supersession line of draft.  If publication is new, leave blank.

**Block 10 – NO. OF DRAFT PAGES SUBMITTED.**  Enter total number of pages of draft publication.

**Block 11 – ADVANCED COPIES REQUIRED.**  Enter number of courtesy copies being requested. If publication is electronic, additional copies can be obtained by accessing the 42d Communications Squadron website.  Publications Management will send one courtesy copy of the official publication to OPR when published.

**Block 12 – DISTRIBUTION.**  Enter distribution symbol identified in the distribution category of draft.

**Block 13 – CLASSIFICATION.**  Enter applicable information.

**Block 14 – HIGHER HEADQUARTER PUBLICATION NO.**  Enter higher-headquarter publication being implemented, if applicable.

**Block 15 – REQUIRED IMPLEMENTATION DATE.**  Enter applicable information.

**Figure 4.  Continued**

**SECTION II – COORDINATION AND CONCURRENCE.**  Include organizations that have a technical interest or having responsibility in the publication. **NOTE:** If draft publication requires coordination with the Support Group (42 SPTG) or the Wing Commander (42 ABW/CC), send draft to the Publications Management office (42 CS/SCBPP) for clearance before coordinating with these offices. **NOTE:**  All publications must be coordinated through Records Management (42 CS/SCBR) for review of Privacy Act information.

**SECTION III – FORMS.**  Enter forms prescribed or adopted by in the publication and the status of each.

**Block 16 – REMARKS.**  Enter any remarks or special instructions to assist organizations listed on coordination.

**Block 17 – TYPED INFORMATION OF CERTIFYING AUTHORITY.**  Enter signature block of individual one organizational level above the OPR.  This signature block is the individual listed in parenthesis after the Certified by: (in the supersession line of draft).  If the level above the OPR is the approving authority, leave this block blank.

**Blocks 18 – SIGNATURE.**  Obtain signature.

**Block 19 – DATE.**  Enter appropriate information.

**Block 20 – TYPED INFORMATION OF APPROVING AUTHORITY.**  This signature block is should match the signature block at the end of publication.

**Block 21 – SIGNATURE.**  Obtain signature.

**Block 22 – DATE.**  Enter appropriate information.

**SECTION IV.**  This section is for use by the Publications Management office.

**Figure 5.  Sample Supplement**

*BY ORDER OF THE COMMANDER*     *MAXWELL AFB SUPPLEMENT 1*
*42D AIR BASE WING (AETC)*      *AFMAN 23-110, VOLUME II,*
                    *PART TWO, CHAPTER 10*
                      *14 JUNE 2001*

                         *Supply*

                 *RECEIPT PROCESSING*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

OPR: 42 SUPS/LGSPQ          Certified by: 42 SUPS/LGSA
(Mr Leamon Bryant)            (Mr Charles D. Ellis)
Supersedes AFMAN 23-110, Volume II, Part Two,      Pages: 2
Chapter 10/MAFBS1, 15 Sep 98        Distribution: F

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AFMAN 23-110, Volume II, Part Two, Chapter 10, is supplemented as follows.  A star (★) indicates changes since previous edition.

★10.4.1.4.  Option B is used.

★10.5.2.1.  (Added) (MAFB) Individual Equipment (IE) items are processed by Pickup and Delivery.  Forward copy 3 of the Due-out Release (DOR) document to Customer Services Operations (CSO) to notify customers to pickup property.  The property and remaining copies of the DOR is forwarded to Storage and Issue for temporary storage.

★10.5.2.2.  (Added) (MAFB) Storage and Issue maintains a file or log of all property awaiting customer pickup. Notify CSO of property not picked up within 5 workdays for follow-up notification.  Property not pickup within 10 workdays will be delivered to the organization by Pickup and Delivery.

★10.5.4.1.  Pickup and Delivery uses a variation of the suggested procedures outlined to process notices to stock with no warehouse location.

★10.7.2.  Customer Services Operations researches 356 Rejects.

★10.15.2.  NOTE. Use procedures in paragraph 10.16.

★10.30.1.  Local manufacture receipts are processed by Pickup and Delivery.

★10.37.2. Use SF 364 to report local purchase discrepancies.

**Figure 5.  Continued (Sample Supplement Last Page)**

2                              AFMAN 23-11, V2, P2, C10/MAFBS1        14 June 2001

10.34.3.  NOTE. The signed copy of DD Form 1348-1A, **Issue Release/Receipt Document**, for sensitive and pilferable items is filed in stock number sequence until the next inventory.

★10.37.2.    NOTE. Pickup and Delivery reviews or updates the local purchase discrepancy program.

★10.38.5.  NOTE. Pickup and Delivery contacts Base Contracting directly.

★10.38.9.  Customer Services Operations loads status to clear 317 Rejects.

RONALD G. BRANSFORD, Maj, USAF
Commander, 42d Supply Squadron

**Figure 6.  Sample Operating Instruction**
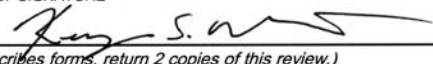
42d Communications Squadron                              CSOI 36-1
42d Air Base Wing (AETC)                              27 August 2001
Maxwell AFB AL 36112-6000

*Personnel*

**Unit Training Program**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

OPR:  42 CS/CCT (SSgt Maritha Best)          Approved by:  42 CS/CC (Maj Kathleen Grasse)
                                                                        Pages:  4
                                                                        Distribution:  F

This squadron operating instruction standardizes the 42d Communications Squadron training program. This operating instruction is to be used in conjunction with AFI 36-2201, *Developing, Managing and Conducting Training,* AFMAN 36-2247, *Planning, Conducting Administering and Evaluating Training,* and AFI 36-2232, *Maintenance Training.*  These instructions apply to all personnel within the Communications Squadron.

**1. Flight Training Monitors.**

  1.1.  Each flight commander/chief appoints a primary and alternate flight training monitor in writing to assist the Unit Training Manager (UTM) in managing the unit training program.

  1.2.  In accordance with AFI 36-2232, para 4.1, flight commanders/chiefs ensure monitors have access to Core Automated Maintenance System (CAMS) terminals so they can update training records.

  1.3.  Flight training monitors are responsible for:

    1.3.1.  Distributing all CAMS training products to the respective work centers.

    1.3.2.  Attending regular training meetings scheduled by the UTM and disseminating the information to their respective flights.

    1.3.3.  Reviewing all ancillary training forecasts monthly and ensuring personnel are scheduled for and attend recurring and annual training.

    1.3.4.  Assisting the UTM (if necessary) during staff assistance visits.

    1.3.5.  Ensuring all new personnel in-process unit training within 14 days of arrival.

**2. Upgrade Training.**

  2.1.  Supervisors and trainees must both be present for issuance of Career Development Course (CDC) materials.

**Figure 6.  Continued (Sample OI Last Page)**

2                                                    CSOI 36-1        27 August 2001

3.4.2.  Flight Certifier/Trainer Appointment letter signed by the Unit Commander.

3.4.3.  Initial evaluation checklist or guide.

3.4.4.  Outline of training plan with milestones for each duty position.

3.4.5.  Career Field Education and Training Plan (CFETP) for every AFSC in the work center.

3.4.6.  Master Task Listing (either in CFETP, CAMS product, or electronically generated substitute).

3.4.7.  Applicable inspection/self-inspection checklists (for example, Air Force, AETC IG, and Air Force Maintenance Quality Control Checklists or other applicable checklists).

3.4.8.  Any miscellaneous training materials.

**4.  Formal Training.**

4.1.  Formal training can be requested during annual training screenings or out of cycle. All such requests must be coordinated through the UTM.

4.2.  A training allocation document will be issued upon approval of a squadron quota.  The selected individual must complete the information required in the document and return it to the UTM by the indicated suspense date.

4.3.  Any substitutions or cancellations must be coordinated through the UTM and the commanders.  Valid reasons must accompany any substitution or cancellation.

4.4.  All orders for unit-funded TDYs will be processed through the individual's flight commander/chief and the squadron resource advisor.  This process should be started as soon after notification as possible.

4.5.  All personnel departing for training must out-process through the Commander's Support Staff (CSS) and the base formal training section.


*Kathleen M. Grasse*
KATHLEEN M. GRASSE, Major, USAF
Commander, 42d Communication Squadron

Format operating instructions (OI) in the same manner as an instruction.  For numbering OIs, select the applicable series subject and number and assign a control number.  (See AFI 33-360, Vol 1, Attachments 7 and 8).  Start control numbers with the Arabic number 1 for each series.  The OPR determines the title of the OI based on the overall content.  **NOTE:**  The approving authority of the organizational element (squadron/flight commander, director, etc.) signs the operating instruction above the signature block.

**Figure 7.  Sample AF Form 1382**

### REQUEST FOR REVIEW OF PUBLICATION AND/OR FORM(S)

I. *(DAP:  Complete and forward to OPR)*

| TO: *(Office Symbol)* | FROM: *(Office Symbol* | DATE OF REQUEST | SUSPENSE DATE |
|---|---|---|---|
| 42 CONS/CC | 42 CS/SCBPP | 24 May 01 | 29 Jun 01 |

Each OPR must keep its publications and forms current and promptly rescind those that are not needed.  Please make a thorough review of the item shown in item 1, below.  If it is a publication, also review all of the forms it prescribes.  Ensure that the publication and/or form(s) is:  essential to the efficient administration and operation of the Air Force; in good taste, current, and accurate; consistent with existing laws and National, Department of Defense, and Air Force policies.  Look for:  evidence of time consuming procedures; inaccurate references; inadequate instructions in related messages and other communications.  Eliminate or modify the publication or form by obsolescence, rescission, revision or change, as appropriate.  Respond by completing Section II of this form.

| 1. PUBLICATION OR FORM NO. | 2. TITLE | 3. DATE |
|---|---|---|
| MAFBI 64-101 | Preparation and Use of MAFB Form 8 Unauthorized Contract Commitments and Ratifications | 2/10/99 |

4. Type of Review *(Check applicable box)*

| | | | | | 5. PRESCRIBING DIRECTIVE *(If form is being reviewed)* |
|---|---|---|---|---|---|
| X | ANNUAL | | SPECIAL *(See Item 6)* | | REPRINT |

6. ADDITIONAL INSTRUCTIONS

| 7. QUESTIONS CONCERNING THIS REVIEW SHOULD BE DIRECTED TO *(Name and Phone No.)* <br> SrA Willis  3-3869 | 8. SIGNATURE |
|---|---|

II. *(OPR:  Complete and return to DAP.  If review involves a publication that prescribes forms, return 2 copies of this review.)*

| TO: *(Office Symbol)* | FROM: *(Office Symbol, Name and Phone Number of Project Officer)* |
|---|---|
| 42 CS/SCBPP | |

| 9. STATUS OF PUBLICATION *(Check applicable boxes)* | 10. STATUS OF FORMS *(List and code A, B, C, etc. separately)* |
|---|---|

| If this is an annual publication review, list each of its prescribed forms and code their status in Item 10. | A - Current and Essential <br> B - Under revision (Complete Item 12 and submit AF Form 1141 with draft to Forms Management Office) <br> C - Obsolete (If form is prescribed, state in "Remarks" how the publication will be changed) <br> D - Current with new prescribing publications which is shown after the form number. <br> E - Obsolete (If replaced by new form, show new form number) <br> F - Regular reprint authorized. <br> G - Limited reprint for _____ months stock authorized. |
|---|---|

|  | A.  Current and essential. |
| X | B.  Requires revision *(Complete Item 11)* |
|  | C.  Requires change *(Complete Item 11)* |

| FORM NUMBER | CODE | FORM NUMBER | CODE |
|---|---|---|---|

D.  Regular reprint authorized.

E.  Limited reprint for _____ months stock authorized.

F.  Unnecessary and can be rescinded - action has been coordinated with affected staff offices. [1]

11. DATE DRAFT OF REVISION OR CHANGE WILL BE SUBMITTED

31 JUL 01

[1] NOTE:  Each form prescribed in a rescinded publication is automatically obsoleted unless a requirement for its continued use is contained in another publication.  If the publication is to be rescinded, list under "Remarks" each form prescribed and whether it should be obsoleted or prescribed for continued use by another publication.

12. DATE REVISION OF FORM WILL BE SUBMITTED

REMARKS

| DATE | TYPE NAME AND TITLE OF APPROVING AUTHORITY | SIGNATURE |
|---|---|---|
| 28 Jun 01 | Susan N. Smith  Director of Business Operations | Susan N. Smith |

AF FORM 1382, JUN 77 *(EF-V2)* *(PerFORM PRO)*        PREVIOUS EDITION IS OBSOLETE